

EXECUTIVE SECRETARIAT ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					

SUSPENSE

Date

Remarks

Executive Secretary
22 Jul '87

Date

10 Aug 87 - Brenda, O/D/QL, advises that OL does not respond to these types of requests from GSA. sd will advise GSA via telephone.

ROUTING AND TRANSMITTAL SLIP

Date

23 JULY 87

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. DIRECTOR OF LOGISTICS

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION: PLEASE RESPOND DIRECT
WITH DROP COPIES TO ER AND DDA.

SUSPENSE: 7 AUGUST 1987

NOTE: DOCUMENT RECEIVED IN O/DDA ON 23 JULY 87.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

ADDA

Phone No.

5041-102

☆ U.S. GPO: 19

OPTIONAL FORM 41 (Rev. 7-76)

Revised by GSA

FPMR (41 CFR) 101-11.206

LABORATORY REGION

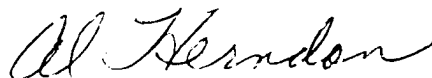
87-2798X

GENERAL SERVICES ADMINISTRATION
REAL ESTATE DIVISION - WPEU
17TH & D STREETS, S.W.
WASHINGTON, DC 20407

DATE: 07/01/87

EXEC OFF PRES
SPACE MANAGEMENT AND FACILITIES OFFICER
HEADQUARTERS
MCLEAN VA
MCLEAN , VA 22101

AN ANNUAL CENSUS OF YOUR AGENCY WILL BE MADE THIS YEAR REGARDING THE
NUMBER OF PERSONNEL OCCUPYING GSA ASSIGNED SPACE IN THIS REGION.
ENCLOSED YOU WILL FIND ONE OR MORE SHEETS REQUESTING INFORMATION
PERTINENT TO YOUR ASSIGNMENT(S). PLEASE COMPLETE AND RETURN THE
INFORMATION REQUESTED TO THIS OFFICE WITHIN 30 DAYS FROM THE DATE OF
THIS LETTER. THANK YOU FOR YOUR COOPERATION.



CHIEF, ASSIGNMENT &
UTILIZATION BRANCH
REAL ESTATE DIVISION

GENERAL SERVICES ADMINISTRATION
SPACE MANAGEMENT DIVISION - WPEU
7TH & D STREETS, S.W.
WASHINGTON, DC 20407

DATE: 07/01/87

AS REQUIRED BY THE FEDERAL PROPERTY MANAGEMENT REGULATIONS 101-17-202,
YOU ARE REQUESTED TO PROVIDE INFORMATION FOR THE SPACE ASSIGNMENT LISTED
BELOW.

BUILDING NAME: HEADQUARTERS
ASSIGNMENT NO: AVA41896
AGENCY-BUREAU: S600
BUILDING NO : VA0089BF

*PERSONNEL - DEFINED AS THE PEAK NUMBER OF PEOPLE HOUSED IN THIS
ASSIGNMENT FOR WHOM A SEPARATE WORKSTATION IS PROVIDED. THIS MAY INCLUDE
TEMPORARIES, PART-TIME, SEASONAL AND CONTRACTUAL EMPLOYEES WHO CANNOT
SHARE EXISTING WORKSTATIONS, AS WELL AS BUDGETED VACANCIES.

**FULL-TIME PERMANENT PERSONNEL - DEFINED AS THE NUMBER OF ON-BOARD
PEOPLE HOUSED IN THIS ASSIGNMENT EXCLUDING PART-TIME, TEMPORARIES,
SEASONAL AND CONTRACTUAL EMPLOYEES.

IF THE NUMBER OF PERSONNEL SHOWN IS CORRECT, SIGN AND RETURN TO THE
LETTERHEAD ADDRESS, AFTER INCLUDING INFORMATION PERTAINING TO FULL-TIME
PERMANENT PERSONNEL.

IF THE NUMBER OF PERSONNEL SHOWN BELOW IS INCORRECT:

1. INSERT CORRECT TOTAL NUMBER OF PERSONNEL HOUSED PER TYPE OF
SPACE IN THE APPROPRIATE BLANK PROVIDED. THE CURRENT NUMBER
WILL BE CONSIDERED CORRECT IF NO CORRECTED ENTRY IS MADE.
2. INSERT THE CORRECT TOTAL NUMBER OF FULL-TIME PERMANENT
PERSONNEL, PER TYPE OF SPACE, IN THE APPROPRIATE BLANK
PROVIDED
3. SIGN TO CERTIFY THAT THE INFORMATION IS COMPLETE AND CORRECT.
4. MAIL TWO SIGNED COPIES WITHIN 30 DAYS TO THE LETTERHEAD ADDRESS.

GENERAL SERVICES ADMINISTRATION
 SPACE MANAGEMENT DIVISION - WPEU
 7TH & D STREETS, S.W.
 WASHINGTON, DC 20407

IF YOU HAVE ANY QUESTIONS ABOUT THIS REPORT CALL MR. AL HERNDON
 AT 472-1721 (FTS) OR (202)472-1721 (COM).

TYPE OF SPACE	SQUARE FEET	*CURRENT PERSONNEL	CORRECTED PERSONNEL	**FULL-TIME PERM. PERSONNEL
STAT OFFICE			-----	-----
GENERAL STORAGE			-----	-----
INSIDE PARKING			-----	-----
WAREHOUSE			-----	-----
LABORATORY & CLINIC			-----	-----
FOOD SERVICE			-----	-----
STRUCTURALLY CHANGED			-----	-----
ADP			-----	-----
CONFERENCE & TRAINING			-----	-----
LIGHT INDUSTRIAL			-----	-----
QUARTERS & RESIDENCE		-----	-----	

 SIGNATURE

 TITLE

____/____/____
 DATE

AN. AVA 41896
 B.N. VAC0898E